

Message Text

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ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 A-01 OPR-02 L-03 SCSE-00 SCA-01

FSE-00 ABF-01 VOE-00 SY-05 MED-03 PER-03 /031 W

----- 013728

R 291141Z AUG 75

FM AMEMBASSY ISLAMABAD

TO SECSTATE WASHDC 1809

UNCLAS SECTION 1 OF 2 ISLAMABAD 8014

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

INFORMATION REQUESTED IN REFTEL IS AS FOLLOWS:

I. BUDGET AND MANAGEMENT DIVISION

A) I. PAYROLL FOLDER

II. DIRECT HIRE AMERICAN EMPLOYEES

III. EARNING STATEMENTS, ALLOWANCES, PSI'S, OT AND CT
RECORDS, W-2, W-4, FS-479, DS-1032, SF-1192.

IV. NOT KNOWN.

V. AMERICAN: STATE, USIA, AGRI AND LC. LOCAL: STATE,
USIA, AGRI, LC, ODRP, PAFCE AND DAO. DISCLOSURE
OF INFORMATION ONLY ON BASIS OF NEED-TO-KNOW
REQUESTS.

VI. FILE FOLDERS, RETRIEVABLE BY NAME, DESTROYED 3
YEARS AFTER SEPARATION OR TRANSFER BY EMPLOYEE.

VII. BUDGET AND MANAGEMENT OFFICER

VIII. PREVIOUS POSTS OF ASSIGNMENT AND CURRENT POST.

B) I. PAY CARDS

II. DIRECT HIRE AMERICAN AND LOCAL EMPLOYEES.

III. MONETARY AND FISCAL DATA PERTAINING TO ACTUAL PAY
RECEIVED, INCLUSIVE DATES AND AUTHORITIES.

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IV. NOT KNOWN.

- V. AMERICAN: STATE, USIA, AGRI AND LC. LOCAL: STATE, USIAAN AGRI, LC, ODRP, PAFCAE AND DAO. DISCLOSURE OF INFO. ONLY ON BASIS OF NEED-TO-KNOW REQUESTS.
- VI. HARD COPY AND RETRIEVABLE BY NAME. PERMANENT CARD TO DEPT. AT END OF EACH CALENDAR YEAR. TEMPORARY CARDS DESTROYED AFTER TRANSFER OF INFORMATION TO PERMANENT CARD.
- VII. BUDGET AND MANAGEMENT OFFICER.
- VIII. PREVIOUS POSTS OF ASSIGNMENT AND CURRENT POST.

C) I. TRAVEL/TRANSPORTATION FOLDERS.

II. DIRECT HIRE AMERICAN EMPLOYEES.

III. COPIES OF ALL VOUCHERS RELATED TO TRAVEL/TRANSPORTATION INCLUDING TRAVEL ORDERS.

IV. NOT KNOWN.

- V. AMERICAN: STATE, USIA, AGRI(FAS), AGRI (ARS), DEA, DAO ARMY, NAVY, A.F., DEFENSE, S/SONIAN, DHEW, TREASURY, LC, NSF, COMMERCE, EPA, GAO, EPIC AND INTERIOR. LOCAL: STATE,USIS, LC, COMMERCE, AGRI (FAS), AGRI (ARS) AND DAO. DISCLOSURE OF INFORMATION ONLY ON BASIS OF NEED-TO-KNOW REQUESTS.

VI. FILE FOLDERS RETRIVEABLE BY NAME, HELD MINIMUM OF 2 YEARS AND NO MORE THAN 5 YEARS - THEN DESTROYED.

VII. BUDGET AND MANAGEMENT OFFICER.

VIII. PREVIOUS POSTS OF ASSIGNMENT AND CURRENT POST. OTHER AGENCIES AUTHORIZING TRAVEL.

D) I. REPRESENTATION VOUCHERS.

II. DIRECT HIRE AMERICAN EMPLOYEES.

III. CLAIMS FOR EXPENSES INCURRED FOR REPRESENTATION.

IV. NOT KNOWN.

- V. AMERICAN: STATE, USIA AND AGRI. DISCLOSURE OF INFORMATION ONLY ON BASIS OF NEED-TO-KNOW REQUESTS.

VI. FILE FOLDERS RETRIVEABLE BY NAME. DESTROY AFTER 3 YEARS

VII. BUDGET AND MANAGEMENT OFFICER

VIII. CURRENT POST

E) I. OFFICIAL RESIDENCE EXPENSE VOUCHERS

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II. DIRECT HIRE AMERICANS.

III. CLAIMS FOR EXPENSES INCURRED FOR MAINTENANCE OFFICIAL RESIDENCES.

IV. NOT KNOWN.

- V. AMERICAN: STATE, DISCLOSURE OF INFORMATION ONLY ON BASIS OF NEED TO KNOW REQUESTS.

VI. FILE FOLDERS RETRIEVABLE BY NAME. DESTROY AFTER 3 YEARS.

VII. BUDGET AND MANAGEMENT OFFICER

VIII. CURRENT POST

2. CONSULAR OFFICE

A) I. NON-IMMIGRANT VISA CONSOLIDATED CARD FILE.

II. THOSE PERSONS WHO HAVE BEEN ISSUED NON-IMMIGRANT VISAS AT THIS POST AND OF THOSE WHO HAVE BEEN REFUSED VISAS AT THIS POST, A FEW NEIGHBORING POSTS, OR AT DISTANT POSTS WHO SEND US THE REFUSAL NOTICE BECAUSE APPLICANT RESIDED IN THIS DISTRICT.

III. AGE, NATIONALITY, MARITAL STATUS, OCCUPATION; STATUTORY GROUNDS FOR REFUSAL ON REFUSAL CARDS.

IV. IMMIGRATION AND NATIONALITY ACT OF 1952 AS AMENDED, SEC.222(C) AND 9 FAM, APP. D, PART IV.

V. INFORMATION STRICTLY CONFIDENTIAL AND IS MADE AVAILABLE TO NO PRIVATE PERSON EXCEPT APPLICANT OR HIS ATTORNEY. COURTS MAY REQUEST RECORDS UNDER ORDER. (IMMIGRATION AND NATIONALITY ACT OF 1952 AS AMENDED, SECTION 222(F). OCCASIONALLY THE DRUG ENFORCEMENT AGENCY OFFICER SEES THE FILE OF A SUSPECTED DRUG TRAFFICKER. THE OFFICER ASKS FOR THE FILE BY NAME AND DOES NOT ROUTINELY SEE ALL FILES. PURPOSE IS TO ENFORCE THE LAWS OF THE U.S., AND RELEASE OF FILE IS THUS AUTHORIZED UNDER INA SEC.222(F).

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INFO OCT-01 NEA-10 ISO-00 A-01 OPR-02 L-03 SCSE-00 SCA-01

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FM AMEMBASSY ISLAMABAD

TO SECSTATE WASHDC 1810

UNCLAS SECTION 2 OF 2 ISLAMABAD 8014

VI. STORED ON 3X5 INCHES CARDS IN CARD FILE. RETRIEVABLE BY NAME. CARD FILE IS IN CONSULAR OFFICE WHICH IS ALWAYS STAFFED BY CONSULAR LOCAL EMPLOYEE OR OFFICER; ROOM

ALWAYS LOCKED OTHERWISE. RETAINED 10 YEARS.

VII. CONSULAR OFFICER.

VIII. SOME OF THE VISA REFUSAL CARDS COME FROM OTHER FOREIGN SERVICE POSTS; OTHERWISE ALL INFO OBTAINED FROM INDIVIDUAL.

B) I. VISA A-2 FILE.

II. THOSE PERSONS WHO HAVE BEEN REFUSED NON-IMMIGRANT VISAS; WHO HAVE SENT A SPONSORSHIP LETTER FOR AN NIV APPLICANT; AND WHO HAVE INQUIRED ABOUT REQUIREMENTS FOR IMMIGRANT OR NON-IMMIGRANT VISAS.

III. BIO-DATA; FINANCIAL, EMPLOYMENT, AND EDUCATIONAL HISTORIES AS STATED BY APPLICANT OR SPONSOR; PURPOSES OF PROPOSED VISITS.

IV. INA OF 1952, SEC.222(C) AND 9 FAM, APP.D, PART IV.

V. CONFIDENTIAL, SEE NOTE ON NIV CONSOLIDATED CARD FILE.

VI. STORED, USUALLY AS 8X11 INCHES SHEETS, IN FILE FOLDERS. RETRIEVABLE BY NAME. SAFEGUARDS: SEE COMMENT ON NIV CARD FILE. ALSO, CABINET LOCKED WITH BAR LOCK AT NIGHT. RETENTION: REFUSAL CASES, 4 YEARS; SPONSORSHIP, INDEFINITELY; CORRESPONDENCE, 6 MONTHS.

VII. CONSULAR OFFICER.

VIII. FROM INDIVIDUAL OR HIS/HER SPONSOR.

C). I. PROTECTIVE SERVICES FILES.

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II. AMERICAN CITIZENS WHO HAVE APPLIED FOR ASSISTANCE OR PROTECTIVE SERVICES OF USG.

III. FEDERAL BENEFITS, DEATH, FRAUDULENT SCHEMES AND WELFARE AND WHEREABOUTS CASES.

IV. RECORDS MANAGEMENT HANDBOOK, CHAPTER 9, SEC.3 (09302).

V. NONE.

VI. KEPT ON 8X11 INCHES SHEETS IN FILE FOLDERS, RETRIEVABLE BY NAME, CABINET IN ROOM THAT IS ALWAYS ATTENDED DURING DAY AND LOCKED WITH BAR LOCK AT NIGHT; DESTROYED AFTER 1 TO 5 YEARS.

VII. CONSULAR OFFICER.

VIII. FROM INDIVIDUAL, OTHER FEDERAL AGENCIES, INDIVIDUALS RELATIVES, AND POLICE.

D) I. PERMANENT REGISTRATION CARDS OF AMERICAN CITIZENS.

II. AMERICAN CITIZENS RESIDING IN ISLAMABAD CONSULAR DISTRICT FOR 6 MONTHS OR MORE

III. NAME, ADDRESS, EMPLOYER, DEPENDENTS.

IV. ON 3X5 CARDS; RETRIEVABLE BY NAME; SAFEGUARDS: SEE VISA CARD INDEX NOTES; RETENTION INDEFINITELY.

VII. CONSULAR OFFICER.

VIII. INDIVIDUAL.

- E) I. TEMPORARY REGISTRATION FILES OF AMERICAN CITIZENS.
- II. AMERICAN CITIZENS TEMPORARILY VISITING PAKISTAN WHO HAVE CALLED AT THE EMBASSY.
- III. NAME, PASSPORT DATA, DATES ENTERED AND LEAVING PAKISTAN, ADDRESS, MODE OF TRAVEL, DURATION OF STAY, FORWARDING ADDRESS, REASON FOR VISIT TO EMBASSY.
- IV. 8 FAM 261.9
- V. OCCASIONALLY DEA OFFICER WILL ASK FOR A FILE BY NAME IN CASES OF SUSPECTED DRUG TRAFFICKING. THE OFFICER DOES NOT HAVE ROUTINE ACCESS TO FILE.
- VI. ON 8X11 INCHES SHEETS IN FILE FOLDERS. RETRIEVABLE BY NAME. SAFEGUARDS: SEE NOTE UNDER NIV CARD FILE. ALSO, CABINET LOCKED WITH BAR LOCK AT NIGHT. RETENTION: 3 YEARS.
- VII. CONSULAR OFFICER.
- VIII. INDIVIDUAL.

F) I. INFORMAL SPONSOR FILE.
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- II. THOSE PERSONS, CITIZENS, PERMANENT RESIDENT ALIENS, OR ALIENS, WHO ARE FINANCIALLY SPONSORING AN ALIEN'S VISIT TO OR RESIDENCE IN THE U.S.
- III. NAME, ADDRESS, EMPLOYER, INCOME, NAME OF PERSON SPONSORED AND RELATIONSHIP.
- IV. NONE.
- V. NONE.
- VI. STORED ON 3X5 INCHES CARDS. RETRIEVABLE BY NAME. SAFEGUARDS: SEE NOTE ON NIV CARD FILE. RETENTION: INDEFINITE.
- VII. CONSULAR OFFICER.
- VIII. ONLY FROM INDIVIDUAL.

3. HEALTH UNIT.

- I. INDIVIDUAL MEDICAL RECORDS.
- II. RECORDS BY NAME OF ALL INDIVIDUALS PRESENTLY AT POST.
- III. FILE INCLUDES MEDICAL RECORDS WHILE AT THE POST AND IN SOME CASES MEDICAL RECORDS FROM PREVIOUS POSTS IF THEY HAVE BEEN SENT ON FROM LAST POST INCLUDING ANY LABORATORY RESULTS.
- IV. 3 FAM 680-681.3
- V. THESE RECORDS ARE CONFIDENTIAL BETWEEN THE DOCTOR AND THE PATIENT AND ARE NOT AVAILABLE TO ANYONE OUTSIDE OF THE DEPARTMENT OF STATE.
- VI. STORAGE: FILE FOLDERS IN LOCKED METAL FILE DRAWERS. RETRIEVABILITY: BY NAME ONLY. SAFEGUARDS: REMAIN IN LOCKED METAL FILE DRAWERS, KEPT IN ROOM LOCKED EXCEPT DURING REGULAR WORKING HOURS. RETENTION AND DISPOSAL: IF FAMILY IS TRANSFERRED TO A POST WITH

A PHYSICIAN OR NURSE, ALL MEDICAL RECORDS FORWARDED
TO NEW POST. IF FAMILY IS TRANSFERRED TO A POST WHERE
THERE IS NO MEDICAL PERSONNEL ASSIGNED, THEN MEDICAL SUMMARY
IS SENT TO DG/MED, DEPARTMENT OF STATE, AND THE RECORDS
ARE RETAINED FOR SIX YEARS FROM THE DATE OF LAST PAPERS IN
FILE. X-RAYS: ALL X-RAYS ARE TO BE SENT TO DEPARTMENT
OF STATE (DG/MED) IMMEDIATELY AFTER THE TRANSFER OF A
FAMILY.

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 29 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975ISLAMA08014
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750300-0126
From: ISLAMABAD
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t1975086/aaaaaeql.tel
Line Count: 285
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Review Content Flags:
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Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006